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October 17, 1994

FOR IMMEDIATE RELEASE:

EIU BUSINESS DEVELOPMENT CENTER OFFERS WORKSHOPS

CHARLESTON, IL -- An "Introduction to Lotus 1-2-3" workshop and two "Emerging Technologies" seminars are being offered by Eastern Illinois University's Business Development Center.

The Lotus 1-2-3 workshop, from 6:30-9:30 p.m. Oct. 24 and 26, introduces Lotus users to functions for accounting activities, budgeting, expense tracking, what-if analysis and other applications. Participants will learn how to create worksheets and enter labels, values and formulas; save, print and retrieve spreadsheets; and discover the many built-in functions Lotus 1-2-3 has to offer.

Quattro Pro users are encouraged to attend since the two packages are virtually identical.

The cost of the two-night workshop is \$95. A 10 percent discount will be allowed for two or more registrations received concurrently from members of the same organization.

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BUSINESS WORKSHOPS

"Process Management -- The Kaizen Approach," the first of two "Emerging Technologies" seminars, will be held from 8:30 a.m. to 4 p.m. Nov. 4. It provides a method of systematic improvement for administrative, design, development, production and service processes throughout the organization and presents a Kaizen Approach in the industrial sector.

"Ergonomics for Manufacturing and Office Environments" will be held from 8:30 a.m. to 4 p.m. Nov. 18. It includes a brief preview of OSHA's ergonomics proposal and a general overview of the ergonomics process, along with information on how to gain in-depth ergonomics training for personnel. There will be a discussion of the biomechanics of upper and lower extremities, physical/psychological issues, ergonomics applications and cost and quality measures.

These one-day seminars will be held at the conference facility at Stix in Charleston. Each seminar is \$195. All materials, a continental breakfast and lunch are included.

Early registration is encouraged. For more information or to register, call (217) 581-2913.